

Job Posting Form



32 Cambridge Street South, Lindsay, ON (705) 878-7092

Job Title	Part Time Administrative Position
Company Name	Royal LePage Kawartha Lakes Realty
Contact Name	Kimberly Bain
Address	17 Russell Street West Lindsay, Ontario K9V 2W5
Date Posted	February 10 th , 2010
Deadline	When position is filled
Job Type	Part Time
Hours	Flexible between Tuesday -Saturday 10-3
Skills	<ul style="list-style-type: none">• Professional phone mannerism• Excellent Customer Service skills• Friendly and willing to learn• Can multi task with ease in a busy office environment• Computer experience with Microsoft Office, Emails and the Internet• Must be able to maintain confidentiality at all times
How To Apply	In person with resume to: Kimberly Bain 17 Russell Street West Lindsay, Ontario Between 9-5